

Huntington Beach Fire Department

Street Naming and Address Assignment Process – Public or Private

On June 20, 1966, Huntington Beach City Council Resolution #2390 was approved stating “whereas the Fire Department gives final street name approval, the Fire Department is sole authority authorized to select street names for new streets within the City.” Additionally, on December 21, 1981, Huntington Beach City Council Resolution #5058 established a process and fee for street name change requests.

REQUIREMENTS

1. **NEW STREETS** (*Resolution #2390, 1966*)
 - 1.1 **Plot Plan** – The developer shall submit two (2) copies of the development site plan to the Fire Department's Development section with a list of proposed street names.
 - 1.2 **Name Submission** – The developer shall submit three (3) names that are acceptable, in accordance with the guidelines of this specification, for each street in the proposed development, plus appropriate additional names in case of unknown duplications, etc. All Fees shall be paid at the time of submittal.
 - 1.3 **Street Names** – Each street name may be no more than two (2) words, not including the suffix.
 - Each street name shall contain no more than a total of 14 characters.
 - No duplicate or similar sounding street names shall be permitted.
EXAMPLE: Beacon Drive and Beacon Lane or Whitesands Lane and White Sands Drive.
 - No street names shall run across reporting districts bounded by a major street or arterial highways.
 - 1.4 **Suffix**
 - All north/south streets shall have the suffix of “Lane.”
 - All east/west streets shall have the suffix of “Drive.”
 - All cul-de-sacs or dead-end streets shall have the suffix of “Circle” or “Court.”
 - Arterial highways and major streets running north/south shall have the suffix of “Street.”
 - Arterial highways and major streets running east/west shall have the suffix of “Avenue.”

Street Naming and Address Assignment Process – Public or Private

1.5 **Approval** – After reviewing all proposed street names with the Police Department Communication Supervisor, the Fire Department will notify in writing the Planning Department, GIS Section, Public Works Signs and Markings Section, and the developer of all approved street names.

2. **STREET NAME CHANGE** (*Resolution #5058, 1981*)

2.1 The applicant shall submit a written request to the Fire Department's Development Section providing three (3) alternative names for each street name change.

2.2 The applicant shall provide a petition supporting the name change signed by 75 percent of the property owners on that street. Petition must have printed names, signatures and respective addresses of each property owner on the list. The signatures must have notary authentication or property records to verify current membership.

2.3 Applicant shall pay a Request for Council Action (RCA) fee, according to the current fee schedule adopted by City Council, payable to the Huntington Beach Fire Department. This payment shall be submitted with the request, and all proposed street name changes must be included.

2.4 The Fire Department circulates the application to the necessary City departments and government agencies for feedback (Exhibit 1).

2.5 The Fire Department prepares an RCA for City Council to adopt a resolution to change the street name(s).

2.6 A public hearing is set and notification is sent to the owners and residents affected by the proposed street renaming. Applicants are notified regarding Huntington Beach City Council decision. Property owners, respective agencies and City departments are then notified if the change is approved (Exhibit 1).

2.7 Upon approval by City Council, the applicant shall pay all of the appropriate fees in accordance with the current adopted City Council fee schedule. When all fees have been paid, the applicant must bring proof of each payment to the Fire Department, who in turn will release the Public Works Transportation Division to install the new sign(s). The fees to be paid after approval are as follows:

- Public Works Transportation Department - Fees to produce and install the new street name sign(s).
- Building and Safety Department – Fees to update their microfilm records to reflect the change(s).
- Any additional fees that may be adopted by City Council.

3. **ADDRESS ASSIGNMENT**

3.1 After street names for a project are approved by the Fire Department, the applicant shall submit an addressing request to the Planning Department. The

Street Naming and Address Assignment Process – Public or Private

request must be accompanied by the required fee, four (4) copies of a fully dimensioned site plan, and one (1) reduced site plan (8 ½ inch x 11 inch). If multiple floors are involved, the same number of floor plans shall be submitted. Contact the Planning Department for the current fee.

- 3.2 Once the addresses have been assigned by the Planning Department and approved by the Fire Department, Planning Department staff will send notification by mail to the applicant, property owner(s), City departments, utilities and public agencies (Exhibit 1). Any exceptions to the addressing specification will need the approval of the Fire Department. The address assignments will be entered into the City's property database.
- 3.3 Single Family Residential, Attached/Detached & Town Homes on Individual Lots
- One (1) address will be assigned to the single dwellings on each lot.
- 3.4 **Single Tenant Buildings**
- One (1) number will be assigned per building.
- 3.5 **Multi-Tenant Story Buildings**
- One (1) number will be assigned per building.
 - One (1) number will be assigned per suite, apartment or condominium within each building.
 - The numbering sequence will be in accordance with section 3.6 below.
 - There shall be allowances made in the numbering sequence for future tenant realignment.
- 3.6 **Numbering Sequence**
- Units on each side of a hallway or back-to-back shall be addressed as follows:
 - As you face the main entrance, numbering of the suite, apartment or condominium begins with the lowest number at the north/west side and increases in the south/east direction.
 - Straight-line Construction – Usually left to right; lowest number should be at north/west side and increase in south/east direction.
 - The addressing convention for each floor level, at or above grade, shall be as follows:
 - 101, 102, 103, etc. – (1st floor)
 - 201, 202, 203, etc. – (2nd floor)
 - 301, 302, 303, etc. – (3rd floor)

Street Naming and Address Assignment Process – Public or Private

NOTE: In every application of addressing, the first number shall be the respective floor designation.

- The addressing convention for occupied space on each floor level that is subterranean or below grade shall be as follows:
 - B101, B102, B103, etc. – (1st floor below grade)
 - B201, B202, B203, etc. – (2nd floor below grade)
 - B301, B302, B303, etc. – (3rd floor below grade)

NOTE: In every application of addressing, the first number shall be the respective floor designation.

- The addressing convention for each parking garage level that is subterranean or below grade shall be as follows:
 - P1 – (1st level below grade)
 - P2 – (2nd level below grade)
 - P3 – (3rd level below grade)

NOTE: In every application of addressing, the first number shall be the respective floor designation.

- No letters or ½ addresses will be assigned on new buildings. On existing buildings, letters may be assigned ONLY with the approval of the Fire Department.

3.7 Non-Structural Facility

- Any freestanding electric meters not attached to a structure that require an address by the local utility, such as for landscape irrigation, will be assigned its own unique address.

EXAMPLE: A meter in a landscaped parkway would be addressed as 555 1st Street.

3.8 Address Ranges for a Street

- The range of numbers on the street from end-to-end should include allowances for future addressing needs.

3.9 Address Placement

- Address numbers shall conform to *City Specification #428, Premise Identification*.

Street Naming and Address Assignment Process – Public or Private

4. NUMBERING SYSTEM

4.1 City System – Chapter 12.08

- This numbering system applies to the area south of Clay to Pacific Coast Highway; and Beach Boulevard to Goldenwest Street.
- Check the pre-addressed book in the Planning Department for old Huntington Beach numbers, as well as the Building and Safety Department records to avoid duplication and to ensure the number to be assigned is in accordance with this City Specification.
- New parcels or parcels that have not been pre-addressed shall have an address for each 25 feet of parcel frontage based on two (2) digit difference for each 25 feet. The address usually includes the lot number.
EXAMPLE: Lot 25 in Block 304 would be 325
- All larger and newer projects in this area shall use the County numbering system in section 4.2 below.

4.2 County System

- Odd numbers will be assigned to all buildings on north and west sides of the street.
- Even numbers will be assigned to all buildings on south and east sides of the street.
- The numbers will run higher to the east or the south.
- Ten (10) digits for each 50 feet measured from the centerline of streets. See Public Works Department map for sequence.
- Use other maps for reference (i.e., Assessor Parcel Maps, Address Books prepared by the Police Department, Final Tract Maps), which are available in the Planning Department.

APPROVED: _____
Duane S. Olson, Fire Chief

DATE: _____

Fred Wilson, City Administrator

DATE: _____

Street Naming and Address Assignment Process – Public or Private**EXHIBIT 1**

1. A.I.S.U., U.S. Postal Service
2. City of Huntington Beach:
 - Water Department
 - Public Works Department
 - Information Systems / GIS
 - Police Department
 - Fire Department
 - City Treasurer
 - Business License Office
 - Planning Department
3. Huntington Beach City School District
4. Orange County Assessor's Office
5. Registrar of Voters, Orange County
6. Southern California Edison Company
7. Southern California Gas Company
8. Time Warner Cable Company
9. U.S. Post Office (Atlanta Avenue)
10. U.S. Post Office (Warner Avenue)
11. Verizon